

**RFP for MSHDA's Compliance Monitoring Rental Portfolio  
Question Set #4 - Received 09/15/2004**

1. Could we obtain a copy of the Authority's Management Letter and Single Audit (with all detailed schedules) for the last two years?

***Requests for information on previous Authority Management Letters and/or Single Audit responses can be made under the Freedom of Information Act (FOIA). FOIA requests must be forwarded to Pat Kremenski with an e-mail copy to Clarence Stone. Any such request would be subject to the rules of FOIA.***

**Address:** Michigan State Housing Development Authority  
Attn: Pat Kremenski  
735 E. Michigan Avenue, P.O. Box 30044  
Lansing, MI 48909

**e-mail:** Pat Kremenski: [kremenskip@michigan.gov](mailto:kremenskip@michigan.gov)  
Clarence Stone: [stonec@michigan.gov](mailto:stonec@michigan.gov)

2. Who is currently performing this work? If it is currently contracted, could we receive a copy of the standard contract language? We understand that you may elect to redline the document to protect the identity of the names of the current contractor(s) and price.

***Requests for information on contractors and/or contract language can be made under the Freedom of Information Act (FOIA). FOIA requests must be forwarded to Pat Kremenski with an e-mail copy to Clarence Stone. Any such request would be subject to the rules of FOIA.***

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3. Section 4.2: "Offerors must provide certification of training in Uniform Physical Conditions Standards (UPCS). . . Must the inspectors be REAC certified or just have attended training regarding UPCS so as to complete the reviews to the same standard? If the contractors must be REAC certified, will they be required to use REAC Tablet PCs when conducting physical inspections? Does MSHDA have the ability to accept uploaded files from these devices? If so, is this a requirement? Additionally, are the MSHDA inspection standards (UPCS Plus) available for review?

***UPCS training is required, however REAC certification is not. MSHDA's UPCS Plus manual is in the process of being completed and will be available to selected Contractors at the December 6<sup>th</sup> "UPCS Plus" training.***

4. The contractor will need to load basic information, including historical physical and tenant file audit results, about all of the developments into their own system. Will MSHDA be able to provide the contractor with this information electronically so it can be uploaded?

***Yes, MSHDA will be able to provide development data to selected Contractors electronically. However, MSHDA cannot ensure that the format provided will have upload capability to a potential Contractor's system.***

5. Is it required that the contractor visit the property and/or management agent's office to review the resident files or can the owners/agents send the files to the contractor's office for review if the cost is borne by the contractor?

***No, tenant file audit must be conducted on the original documents either at the development site, Management Agents office, or other location that the tenant files are kept.***

6. Section 5.1: We understand that the scope of tenant file review for LIHTC developments does NOT include testing for building and project noncompliance and we do not need to concern ourselves with: minimum set-aside, qualified basis, next available unit rule, etc. Please confirm.

***Testing for building and project noncompliance in regards to the minimum set-aside, qualified basis, next available unit rule, etc are conducted by MSHDA.***

7. Section 5.4.3: Please provide more information on "results of each tenant file audit shall be in an electronic format accessible to the Authority". What level of detail of tenant file data must be stored (i.e., tenant file checklists detail vs. overall results)? What is MSHDA's definition of "compatible product"? For example, if management agents responses are tracked by the contractor's own software, but can be extracted to an Excel and/or Word file format, is that acceptable?

***MSHDA does not currently provide an electronic format for file audits, therefore an Excel, Access or other compatible software may be used. However, programmers are currently in the process of creating a web interface for entering summary data directly into MSHDA's integrated database. It is anticipated that this interface will be available in early 2005, but may not be available when the file audit Contractor(s) begin work in January 2005.***

***MSHDA does have a format for the Audit Report. This format will be provided to selected Contractors.***

***The following summary information is required to be reported to MSHDA in an electronic format for each file audit performed:***

- unit #

- *resident name*
- *description of each deficiency*
- *date out of compliance*
- *date back in compliance*

***MSHDA does have a file audit checklist, which the auditor must complete for each audit performed.***

8. Section 5.5.1: "The audit letter and report must be in a predetermined format acceptable to the Authority." Does this form currently exist or can the contractor propose such format? If it exists, can we obtain a copy?

***MSHDA does have a format for the Audit Report. This format will be provided to selected Contractors.***

9. Section 5.5.2: Can we obtain a copy of the Authority's guidelines?

***The Compliance Monitoring guidelines for scoring file audits were not included with the RFP as they are currently being reviewed for potential modifications for 2005.***

10. Section 5.7.1 and 5.7.3: How often does the Authority anticipate to conduct workshops and/or meetings with the contractors?

***The schedule and quantity of MSHDA workshops for the training of selected contractors has not yet been determined, as this will largely depend upon the specific needs of the Contractor(s) selected. The Contractor(s) principals and key staff are required to attend these workshops.***

11. Section 6.5.2: Is the physical inspection form predetermined? If so, can we obtain a copy?

***The physical inspection form is produced by MSHDA software (the MHI System).***

12. Section 6.5.4: How will the contractor have access to MHI? If this a web-based application? Will the contractor be required to enter (type in) data related to each inspection? What results must be entered?

***The MHI system inspection module is given to the inspectors to load on their computer. The Contractor enters all findings on a development directly into the MHI software. The inspection findings are then uploaded to MSHDA's database via e-mail.***

13. Section 6.5.5: Seems somewhat redundant to 6.5.4. How do these results differ from those that must be entered into MHI? Please provide additional information on how we would upload physical inspections results. A file specification would be ideal.

***File specifications will not be required because the uploading of data into the MHI system works via standard e-mail account which is electronically***

***connected to the MHI software. In the event of technical difficulties with the data upload process, hard copies of the reports may also need to be temporarily provided to MSHDA, prior to the billing process.***

14. Section 6.8: For LIHTC developments, we understand that the physical inspections and tenant file audit must be completed within 30 days of each other. Is the report that is then due 20 business days after the inspection, due 20 days after the combined inspection or 20 business days after each function?

***Each report is due to the owner/agent within 20 business days after the audit or inspection is performed.***

15. Section 6.9.2: In the event the Authority requests a re-inspection, will the next annual review be scheduled one year from the date of the original inspection or re-inspection?

***The re-inspections will not interrupt the annual inspection schedule.***

16. Exhibit for Tenant File Audits for 2005 compliance year: In several instances, the number of projects and units anticipated to be inspected during 2005 exceed the total number of projects and units within a county. For example, Alpena County indicates 5 total projects and 228 total units, but 26 projects and 821 units are anticipated to be inspected. Can you clarify? Other examples are shown in Gogebic County, Ingham County, Isabella County, etc.

***The differences in these numbers occur when tenant files are located at a management agent's office and not on-site. For example, in Alpena county, there are 5 properties physically located in Alpena county and the files are also located in Alpena county. The other 21 properties are physically located in other counties, but files for those properties are located within Alpena county.***

17. How many unit inspections (both physical and/or tenant file audits) are anticipated to be completed in 2004?

***Once the contractor(s) has been selected, they will receive detailed information about what properties are due for inspections/audits in 2005 and 2006.***

18. Can the Authority provide an estimate on how many properties within portfolio are covered by overlapping programs, thus reducing the number of required inspections?

***Each property in MSHDA's portfolio will only be inspected/audited once for all programs. The frequency of the inspection/audit will be determined based on the most restrictive program requirements.***

19. The RFP indicates that tenant file audits must be conducted every 18 months; physical inspections every 12 months. Can the Authority provide an estimate on how many properties within portfolio are anticipated to require just one inspection (either physical or tenant file) in the calendar years 2005 and 2006?

***Once the contractor(s) has been selected, they will receive detailed information about what properties are due for inspections/audits in 2005 and 2006.***

20. How does the Authority anticipate providing historical data to the contractor (including past physical reviews, copies of CNAs, past tenant file review results, etc.)?

***Once the contractor(s) has been selected, they will receive detailed information about the properties. CNA reports will be mailed, physical inspection reports will be available via the MHI system and electronic file audit reports will be made available.***

21. Are the target review dates for the portfolio evenly distributed throughout the year?

***Each due date is based on the prior physical inspection or audit date and therefore are not necessarily evenly distributed. New properties are added to MSHDA's portfolio annually.***